OpenOffice drawing

Make sure you can see the drawing toolbar

Start Open Office

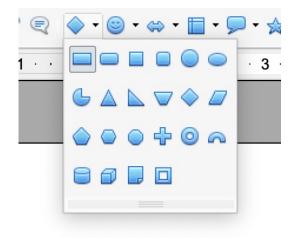


- Create a Text Document
- If you cannot see the drawing toolbar select View>Toolbars>Drawing

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Drawing a box

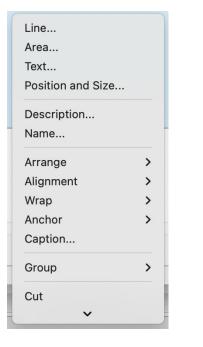
• Chose the basic shapes icon in he drawing toolbar and click on the shape you want.



• Click and drag the mouse to draw the shape. Resize with the blue markers.

Formatting the shape

• Change the edge line colour, width etc. and the fill by left click on the shape and selecting the option you want.



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